



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

Date: April 28, 2014, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present
Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (Tyrone Jenkins):	Present
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Present
Citizen Rep (Carroll Jones):	Present (Late)

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Present
Local #3666 (John Neary):	Present (Late-not on camera)

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
Michael Grierson, Deputy Chief/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Bob Baker, Financial Services Manager/Fire & Rescue Services
Lisa Lessin, Public Safety Educator/PIO/Fire & Rescue Services
Ashley Sklarew, Admin Assistant/Fire & Rescue Services
Tricia Griffis, Director/Internal Audit
Michael Chomel, Attorney/Frederick County Government

I. CALL TO ORDER:

A. The meeting was called to order at 1900 by Chairperson Marc McNeal.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. All members were present

III. INTRODUCTION OF GUESTS

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

**Motion by Tim Clarke to approve the minutes of the March meeting.
Second by David Remsburg.**

VOTE: YES: 9 NO: 0 ABSTAIN: N/A PASSED

V. BOARD MEMBER COMMENTS

- A. Susan Nicol of Battalion 3:** spoke to recognize volunteers and career staff who participated in a trench rescue in September 2013. A construction worker was trapped in a trench. The situation was worsened due to rising waters from a broken water main. Rescue personnel focused first on stabilizing the trench. The victim was provided an SCBA while efforts continued to extricate him from the situation. Frederick volunteer and career staff members were joined in the effort by trench rescue personnel from Howard and Montgomery Counties. The Shock Trauma Unit was also called in; fortunately their services were not required. The extrication was successful. On the last weekend of May 2014, volunteer and career personnel involved with the rescue will receive from the Governor the highest EMS award offered by the State of Maryland.

VI. PUBLIC COMMENTS

- A.** No public comments.

VII. EX OFFICIO MEMBER REPORTS

- A. BOCC Liaison-President Blaine Young:** President Young discussed the proposed FY 2015 Operating Budgets. A public hearing on the proposed budget will be held at the Oakdale High School on May 6, 2014. The County operational budget as a whole is proposed at approximately \$518 million, an increase of roughly \$2.5 million (or .5 percent) above the previous year's budget of approximately \$516 million. Budget highlights include: an additional five deputies because of a reduction in State Police coverage; a 17 percent increase in funding for the Department of Aging based on a completed needs assessment; an expansion of the Senior Property Tax Credit; a two (2) percent Cost of Living Adjustment (COLA) for all 2,080 County employees. All other programs and departments are funded at last year's levels. There are no cuts or reductions to services. The County pension plan condition is positive. While there are no additional positions proposed for the DFRS, the DFRS budget is approximately 3.5 percent higher due to the COLA increase for career employees. The Volunteer matrix is funded at approximately \$900,000, slightly higher than the previous year.
- B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** No report
- C. Director/Chief of DFRS-Denise Pouget:** Chief Pouget attended two award ceremonies this month for Firefighters, Paramedics, EMTs and support staff members that provided recognition for those who gave above and beyond expectations. The Chief has conducted Fireside Chats bringing in personnel to talk. The Chief noted that the 16 Firefighter Life Safety initiatives being implemented with a focus on four (4): need for cultural change; personal accountability; empowering Firefighters to stop unsafe practices and providing psychological support; and preventing the 911 calls through fire prevention and education. Good feedback has been received. DFRS is also implementing the Traumatic Exposure Recovery Program (TERP) with the assistance of Dodie Gill and Gary Randle from

New Millennium Employee Assistance Services. Dodie and Gary have been working with Firefighter and Medic first responders in preventing and addressing traumatic exposure incidents. TERP was designed by Firefighters and Paramedics for Firefighters and Paramedics. To date, TERP has been well received within DFRS.

- D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers:** President Smothers noted good attendance for the award ceremonies during which Firefighters, Paramedics, EMTs and support staff members were recognized for their good work in the field. Follow through with the budget has been completed and no major issues have been identified. Adjustments are required for the budgets of those corporations that are missing equipment. Planning and research for vehicles are underway. Hose testing is completed; one station will undergo a second testing next month.
- E. Career Fire Fighters Association of Frederick County MD, Local #3666-John Neary:** No report

VIII. COMMITTEE REPORTS

- A. Operations Committee – Deputy Chief Allen Keyser:** The Committee met last week.
1. **Brush truck standards.** Brush truck standards for Frederick County were discussed and were recommended to be forwarded to the Standards Committee for review and acceptance. There are three proposed standards: heavy brush truck, medium, and light duty. The Committee also reviewed the capabilities of the Jeep brush truck of Company 1 to determine which standard should apply. The Operations Committee believes that the Company 1 truck would likely fit the proposed light duty standard, and forwarded their recommendation to the Standards Committee for final determination.
 2. **County ID System.** The Committee also discussed the County ID system. The discussion focused mainly on volunteers to ensure that there are County ID cards for all volunteers so they may secure access to areas and buildings during a fire or similar emergency. The Committee is examining procurement costs for implementation of the volunteer ID program and avenues to secure funding. Canteen 1 volunteers have been outfitted with IDs.
 3. **LEPC.** The Local Emergency Planning Committee (LEPC) will host three (3) days of training and drills pertaining to rail emergencies. The County Hazmat team and the Hazmat team from Fort Detrick will be involved.
 4. **SCBA Testing.** SCBA testing will be completed by mid-May.
 5. **Pump Testing.** Pump testing for all apparatus is planned and will be conducted by an independent third party. (A question was asked as to why a third party is required for pump testing. Use of a third party ensures consistency of testing and reporting, and places liability for testing on the third party.)

6. **Hose Testing.** Hose testing is complete. 226,102 feet of hose was tested; 31,050 feet of hose failed testing. DFRS will order 28,550 feet of new hose. Limited hose retesting will occur on May 15. (A question was asked as to the source of funds for the new hose purchase. Bob Baker, DFRS Financial Manager, reported that funds for new hose will be reallocated from the budget for uniforms and turnout gear. The cost for the new hose is estimated at \$120,000-\$125,000.)
7. **First Responder Physicals.** Corp OHS has implemented several changes for physicals and tests. A separate suite for Fire and Rescue Services members will be provided and will include a waiting room and computer work stations. Physical testing hours will be expanded to three days per week and one Saturday per month. Treadmill testing will be expanded to three days per week. The goal is to provide optimal numbers of venues for physical testing for Fire and Rescue Services members.
8. **Recruit Class.** The recruit class will begin on May 19 at the Academy. A family night will be held on May 16. The recruit class will be conducted over a period of five months. There are 16 recruits, all of whom are certified as EMT-P Paramedics by the State of Maryland.
9. **SCBA Purchases.** The Board also discussed Self-Contained Breathing Apparatus (SCBA) upgrades and purchases. Chief Pouget reported that \$4.2 million included in the proposed FY 2015 CIP budget for SCBA upgrades and purchases. Chief Pouget noted that the Metropolitan Washington Council of Governments (COG) is examining options to set air pack standards at either 45 or 60 minutes. Existing County air packs provide 30 minutes of air. A committee, composed of career and volunteer firefighters, will examine SCBA requirements in more depth. Deputy Chief Keyser also noted that improvements have been made to strengthen the SCBA face piece for high temperatures of up to 900 degrees for a short duration versus the current capability of 425 degrees. Chief Pouget stated that once COG recommends regional standards for SCBA equipment and secures a contract, the County would benefit from competitive pricing and interoperability among regional fire departments. There could be a \$2,000.00 per pack savings should COG implement a regional procurement for SCBAs. Chief Pouget did note that the 60 minute air packs are likely. Should the County place an order for SCBAs in July 2014, the units would be received by September 2014 and deployment could begin after testing was completed.

B. Safety Report – Deputy Chief Allen Keyser:

1. **Statistics.** Total DFRS-wide injuries to date are 27. Greater effort has been put forth to reduce injuries through coffee table discussions and Academy training. There have been 11 vehicle collisions. There were three winter events involving snow plows. DFRS is working with the County Highway Department on joint snowplow training during the summer months.

2. **Worker Compensation Insurance Policy.** A new insurance policy will be required for firefighter worker compensation. BB&T is working to secure a new carrier for this policy by June 30.
3. **Training.** Emergency Vehicle Operators Class was conducted on April 18, 2014, at Harry Grove Stadium for Station 3. The training was successful.
4. **Life-Saving Initiatives.** Life-saving initiatives continue. Work is being undertaken to inventory smoke alarms and secure funds for purchase of smoke alarms.
5. **Medical Testing.** Dates are set in May, July and August for medical testing during evening hours to encourage greater participation by all firefighters. Staff will be encouraged to complete medical authorization forms prior to testing to reduce the time required for physical testing to approximately 90 minutes.

C. **Planning & Research Committee (Eric Smothers):** No update.

D. **Emergency Medical Services Committee (Eric Smothers):** No update.

E. **Budget Committee – (Eric Smothers):** No update.

F. **Training Committee – (Eric Smothers):** No update.

IX. DISCUSSION ITEMS

A. **Old Business:** Chief Pouget stated that there will be reports on issues with significant movement and, in particular, Records Management, MDTs, and Target Solutions. Deputy Chief Grierson will report on these issues.

1. **Update on Fire/Rescue Service Initiatives and Projects.** Deputy Chief Grierson reported on the following:

- a. **Training and Records Management.** Target Solutions training software has been deployed on the career side for compliance training. Management is looking for possible grant funding to implement Target Solutions for Gear Up personnel. To date, approximately 300 Target Solutions licenses have been procured. Efforts are underway to develop employee training profiles and records and to provide, for example, on-line compliance, HIPPA, confined space, trench rescue, and blood-borne pathogens training. As progress is made, additional training courses will be provided for electronic access by staff. The software will also store electronic copies of training certificates and course transcripts. Chief Pouget noted that Target Solutions deployment will be in three phases: career staff; Gear Up; and other volunteer staff. The goal is to ensure that all first responders, whether career or volunteer, have access to the Target Solutions software.

- b. **Mobile Data Terminals (MDTs).** Deputy Chief Grierson reported that progress has been made in examining MDT vendor options

for approximately 132 units, e.g., engines, EMS units, brush trucks, command vehicles, etc. Deputy Chief Grierson reported that the ruggedized Dell MDT will likely be purchased. Costs include the MDT hardware and software, the costs of installation among the Department's various types of vehicles, and antennas. Costs are expected to be under budget. Deployment could commence at the beginning of the new fiscal year. In response to a question regarding order of MDT deployment, options have yet to be presented and selected.

c. **Web-Based Firehouse.** Deputy Chief Grierson reported that the implementation of the plan has just started. New desktops and printers have been procured for the firehouses. Windows 7 software has been loaded on the desktops. Next steps will be to deploy Telestaff software to the desktops for greater accessibility. Firehouse web-based software is being examined and beta testing is occurring. NFRS reporting could be made easier and more accurate with web-based reporting software and could enhance compliance requirements that, in turn, are linked to 508 AMOS funds. Access to the software could occur from any desktop or laptop.

d. **Personal Protective Equipment (PPE) Inventory.** Chief Pouget requested that Tricia Griffis, the Director of Internal Audit, report on progress to date pertaining to the PPE inventory initiative. Chief Pouget asked Ms. Griffis to inventory all PPE in storage and in the firehouses. Ms. Griffis first examined the PPE inventory in the warehouse and then proceeded to examine PPE in the stations. Ms. Griffis wanted to determine if there was aged PPE in the stations that could be replaced by newer warehouse PPE. To date, there are six station inventories remaining for PPE inventory; inventories at these stations should be completed shortly. Ms. Griffis will examine how the current inventory system is working, how inventory between the warehouses and the stations match up, and what sort of dollar value is there for existing PPE. Ms. Griffis will also try to ensure that all firefighters are contacted so that a full inventory of County-owned PPE can be calculated, given that many firefighters keep their PPE in their vehicles. During her firehouse inventory inspections, Ms. Griffis did direct several first responders to report to the warehouse to select new PPE to replace 2005 or 2006 vintage PPE. Ms. Griffis reported that she did discover a significant number of older PPE sets, but could not provide an exact number for this meeting. Upon completion of the inventory audit, Ms. Griffis will provide a spreadsheet of PPE gear by first responder name to management with the expectation that old and outmoded gear will be replaced as appropriate for those individuals with older PPE. A

discussion followed that chief officers at stations should be responsible for checking the age and condition of all PPE used by first responders. Ms. Griffis is expecting station management to provide her a listing of all station first responders so that she may compare these station name lists with her name lists. Mr. McNeal pointed out that volunteer paper records should provide information on each volunteer, including receipt of PPE from Logistics. Mr. Remsburg stated that County-issued gear is sometimes difficult to track as volunteers report from one station to another. Ms. Griffis replied that one goal of this entire effort is to propose and implement an inventory reporting system that would allow Logistics to record PPE assignments to volunteers and to secure contact information on the volunteers who were provided the PPE should retrieval of the PPE become necessary. Mr. Smothers reported that he had received a volunteer name list of his company from Logistics for his validation. Ms. Griffis did report that in her review of station PPE inventory, whether volunteer or career, she identified large volumes of PPE from 2007. She will recommend that this gear be replaced immediately for safety reasons and so that the financial effects of replacement could be split between two fiscal years. While visiting stations, Ms. Griffis has also been identifying County-owned versus corporation-owned apparatus for insurance purposes.

e. **Other Audit Initiatives.** Chief Pouget asked Ms. Griffis to discuss other joint efforts with DFRS management. An apparatus audit has been undertaken using a contract auditor. Ms. Griffis is also working with the County financial auditor to determine if particular inventory contents of the DFRS warehouse should be included in the financial books based upon dollar volume. Ms. Griffis is also reviewing DFRS internal controls on financial transactions to ensure that such controls on cash management, cash disbursements, and procurement spending, for example, are being properly maintained. Samples of actions from FY 2013 and FY 2014 will be reviewed. Should any issues come up, Internal Audit will assist DFRS in strengthening their internal controls. DFRS also requested Internal Audit to review selective DFRS internal policies. A future audit action will examine how overtime is recorded within Telestaff. The overtime review will be similar in nature to an overtime review recently completed by Internal Audit for the County's Detention Center.

f. **Apparatus Audit.** Ms. Griffis was also requested to report on the audit of apparatus purchase and apparatus maintenance. Ms. Griffis reported that the contracted audit firm was within one week of completing its report. A draft report was received from the contractor

that included 18 recommendations for action. Internal Audit requested responses to the audit recommendations from DFRS and from County Fleet Services to add to the report. That information has been submitted to the contractor. Once the report is finalized, it will be released as public information. The appendix to the report includes recommendations from the contractor on options for funding apparatus purchases in the future.

g. **Staffing Plan.** Chief Pouget reported that DFRS is working with County HR on the career ladder study which should be released in the near future.

2. **Update on Emmitsburg Volunteer Ambulance Company.** Mr. McNeal asked if there were any problems or questions pertaining to the Emmitsburg Volunteer Ambulance Company. He stated that the Board members were on the same page pertaining to the Company. President Young stated that the Company needs to have a ten list in order to continue operations as a County-supported unit. The Commissioners will then decide if the Company will remain within the County budget when the Company comes before the Commissioners in June. For now the Company is in the budget. The Company is proceeding with the agreement for ambulance billing. Mr. Smothers noted the importance of companies being in compliance with County requirements. He also noted the challenges facing volunteer companies in ensuring compliance with all rules and regulations; however, companies must meet the needs of the general public who are reliant upon company services. In the final analysis, it will be up to the Commissioners to decide the future of the Emmitsburg Volunteer Ambulance Company. Mr. Young noted that the Ambulance Company is fully aware that with their current eight (8) volunteers that the Company is not in compliance with County code. Mr. Clark noted that some media reports on the status of the Ambulance Company may lead to concern by Emmitsburg residents. Mr. Clark wants the residents of Emmitsburg to know that County leadership and the local Company are taking steps to ensure that service to the Emmitsburg community has not been jeopardized. Mr. Smothers noted that assignment of career personnel to the Emmitsburg Company, along with the existing volunteers, have ensured continuity of service to the community. Response rates have improved; there has been no depreciation of service to the Emmitsburg community. He also noted there is significant behind-the-scenes activity to ensure solid service by the Ambulance Company. Mr. Young encouraged residents to contact the DFRS with any questions on the status of the Ambulance Company. The Ambulance Company has until June 15, 2014, to comply with County code.

3. **Approval of Outstanding Policies and Procedures.** Mr. McNeal requested Deputy Chief Grierson to provide some background on the pending policies. The list includes:

a. **5.01.27 Subpoenas and 5.01.28 Medical Records.** There are two policies regarding subpoenas and medical records that will be forwarded to the Operations Committee and Fire Rescue Advisory Board in the near future.

b. **Safety Policies.** There are four safety policies that were distributed on April 23, 2014; two new policies, 1.04.05 Video and Audio Recording and 7.00.11 Conducting Live Fire Training Evolution in Acquired Structures; two revised policies, 1.04.01 Vehicle Collision Incident Reporting and Driver Improvement Program and 1.04.03 Safe Vehicular Response, Travel and Scene Operations. These policies are being reviewed by the Advisory Board and the Operations Committee. Several preliminary comments were received; final comments are due by May 7, 2014.

c. **1.04.05 Video and Audio Recording Policy.** There are also two policies on video and audio recording and conducting live fire training and evolution in fire structures. There was considerable discussion among Board members pertaining to potential privacy, HIPPA, and First Amendment issues that could arise with implementation of an apparatus cab video and audio recording policy. Mr. McNeal noted that the video and audio recording within the cabs of apparatus could result in privacy issues. [Were discussions by Mr. Clark that could not be fully captured pertaining to video and audio recording.] Mr. Smothers recommended that access to recordings should be limited to official business only and shall not be broadcast on any social media. Ms. Nicol noted that the policies for such recordings must not violate the First Amendment rights of individuals and that fire departments across the nation are looking into the ramifications of video and audio recordings within the apparatus cabs. Mr. Smothers noted that HIPPA requirements for patient confidentiality could also be affected by implementation of a video and audio recording policy and rules should be implemented to ensure the confidentiality of the tapes, e.g., access to the tapes should be limited to chief officers and safety officers only, and destruction of the tapes should occur within a set period of time after recording such as 12 months. Mr. Jones initiated a discussion as to what would be recorded during an emergency response. Examples given could include recording of the response to the scene, recording of activities of the first responders when arriving at the scene, and audio recordings of communications regarding the incident. Mr. Chomel, Senior Assistant County Attorney noted that the Maryland Electronic Surveillance Act states that audio recording of conversations among individuals can only occur with the consent of all parties involved in the conversation. He noted two issues: (1) the capturing of the video; and (2) the subsequent re-publishing of the video on social media. He suggested that a separate social media policy pertaining to use of recordings may be warranted.

Any policy must ensure that a recording of an incident does not result in the identification of individuals involved in the incident without their consent. As the comment period for the proposed video and audio recording policy ends closes on May 7, the Board will be reviewing the comments in detail at the Board's May 2014 meeting.

d. **Training Center Policies.** There are several policies regarding the Training Center that are being reviewed by the Training Center staff.

e. **5.00.17 Response to Gas Emergencies.** The response to Gas Emergencies will be completed soon once questions/comments from the policy review committee are addressed.

f. **3.00.10 SCBA Policy.** The SCBA policy is being reviewed by Deputy Chief Keyser with regards to the comments from the union.

g. **Draft Policies in General.** With regard to draft policies in general, Mr. Remsburg noted that several policies were very long (one draft policy was 49 pages), very wordy, and included many legal references. He also noted that corporations may already have in place similar policies. Mr. Remsburg expressed concern that the DFRS could find itself in a position where policies and procedures at the corporation level are in a constant state of revision. Mr. McNeal envisions that DFRS policies and procedures could be incorporated into corporation policies and procedures by reference. There were also discussions on new rules pertaining to live burns run by corporations. Chief Pouget noted that the County must adhere to OSHA standards for controlled burns or be held liable for any injury that could result from a live burn that violated standards; hence, the requirement for a County-wide policy for the conduct of live burns. This led to further discussions on implementation of new policies and procedures by DFRS that are affecting volunteers and the manners in which they must operate now and in the future. Deputy Chief Keyser noted that the new DFRS policy on controlled fires is the same as the policy and packet adopted by the Maryland State Firemen's Association that, in turn, adheres to NFPA §1403 standards. The DFRS policy should not discourage volunteers; it is the right thing to do. Frederick County safety officers and many career and volunteer officers have been trained in the policy.

4. Approval of Outstanding Policies and Procedures – No update.

5. Update on Student Intern Program – No update.

B. New Business

1. Communication Process and Tools – Chairperson Marc McNeal. The challenge is how best to disseminate information throughout Frederick County Fire and Rescue Services. At this juncture, work has just commenced on the project.

X. ACTION ITEMS

- A. The next meeting will be scheduled for Thursday, May 29, 2014.

XI. ADJOURNMENT

Motion: Was moved to adjourn the meeting.

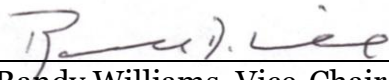
VOTE: **YES: 9** **NO: 0** **ABSTAIN: N/A** **PASSED**



Marc McNeal, Chair

5/29/14

Date of Approval



Randy Williams, Vice-Chair

5/29/14

Date of Approval